

PLANNING COMMISSION AGENDA REQUEST FORM

Name of Person Making Request: _____

Property Owner: _____

Address: _____

Daytime Phone Number: _____

Date of Requested Meeting: _____

Agenda Item Requested: _____

Describe purpose and action requested: _____

Name of person(s) to attend the meeting: _____

I, the undersigned, have been advised that pursuant to the Village of North Prairie Code of Ordinance to utilize Section 66.60 (16), Wisconsin Statutes, if the Village Attorney, Village Engineer or any other Village professional provides services to the Village as a result of my activities, whether at my request or the request of the Village, I shall be responsible for the fees incurred by the Village. Also, I have been advised that pursuant to the Village of North Prairie Code of Ordinances, certain other fees, costs, and charges are my responsibility.

Signature of Property Owner

Signature of Responsible Party

Address of Property Owner

Address of Responsible Party

Received By

Date of Request

Village President approves this request on agenda.

Agenda requests must be submitted at least fifteen (15) working days prior to the scheduled meeting date. It will be the applicant's responsibility to complete and submit all forms and applications (where applicable) and submitted as stated above. Any forms not completed fully shall be returned to the applicant delaying any action by the Village Planning Commission.

**VILLAGE OF NORTH PRAIRIE
FEE CHARGEBACK ACKNOWLEDGEMENT**

Pursuant to Wisconsin State Statute 66.0627(2) and Section 3.1 of the Village Zoning Ordinance, the Village Board has determined that whenever the services of the Village Attorney, Village Engineer, Village Planner, Village Zoning Officer or any other of the Village's professional staff results in a charge to the Village for that professional's services and such service is not a service supplied to the Village as a whole, the Village Clerk shall charge that service incurred by the Village back to the Applicant. Also be advised that certain other fees, costs and charges are the responsibility of the property owner.

I, the undersigned, have been advised that, Pursuant to Wisconsin State Statute 66.0627(2) and Section 3.1 of the Village Zoning Ordinance, if the Village Attorney, Village Engineer, Village Planner, Village Zoning Officer or any other of the Village's professional staff provides services to the Village as a result of my activities, whether at my request or at the request of the Village, I shall be responsible for the charges incurred by the Village. Also I have been advised that certain other fees, costs and charges are my responsibility. If unpaid, the Village will assess such costs as a special charge against the property.

Date: _____

Property Address: _____

Mailing Address for Invoice: _____

Signature of Applicant

Applicant's Name (Please Print)

Signature of Owner

Owner's Name (Please Print)

Phone Number

Current Rates:

Village Planner Hourly Rate:	\$150.00
Village Engineer Hourly Rate:	\$200.00
Village Attorney Hourly Rate:	\$250.00
Village Zoning Officer Initial Meeting Cost:	\$25.00
Village Zoning Officer Additional Meetings Hourly Rate:	\$75.00
Cost per Piece Mailing Fee or Clerk Fee:	\$25.00

VILLAGE USE ONLY

Form received by: _____

Date: _____